

Wyoming Department of Revenue



State Assessed Committee

Conversion Standard to

RealWare

1. Introduction

This document is the state-assessed (including minerals assessments and state-assessed) conversion standard for the new Wyoming CAMA project. This information contained in this document represents many hours of effort by the State Assessed Committee and Colorado Customware, Inc.

This document is designed to show you how your data will be converted from existing systems into the new Wyoming CAMA system. It is important that you review this entire document, it represents how and where your county's data will be transferred. This standard also notes important areas for data cleanup and has general guidelines for support related issues.

a. Who is on the Committee?

Your county's interests were represented by the following committee members. During the course of the committee work, you should have received regular updates and queries regarding State Assessed Properties from these representatives:

State Assessed Standards Committee

Chair	Members	Organization	System	Representing
Wade Hall		DOR	All	Chair
	Ken Uhrich	DOR State Assessed	State	Statewide
	Pat Parsonault	DOR Minerals Section	State	Statewide
	Jerry Shatzer	Campbell	CLT	Sheridan, Crook, Weston, Niobrara
	Janet Montgomery	Sublette	WYS	Teton, Fremont, Lincoln, Uinta, Sweetwater
	Shelly Deromedi	Hot Springs	WYS	Park, Big Horn, Washakie, Johnson, Natrona
	Daryl Stubbs	Carbon	WYS	Converse, Albany, Platte, Goshen, Laramie
	Roberta Coates	SBOE		

b. Areas and Subjects Reviewed

Currently state-assessed and minerals data are passed to the county in hard copy form. Assessors enter that data into either the mainframe CAMA system or external county systems manually. The Committee reviewed how this process could be automated to allow DOR to electronically pass the data to the CCI CAMA system.

c. What is being converted?

The Department of Revenue has contracted with CCI to include all state-assessed and minerals assessments within the Administrative portion of the CCI system, beginning with 2005 values.

d. Decisions made by the committee

It is unreasonable to expect that any vendor will have capacity to bring uniformity between the WYS and CLT systems while incorporating that information into a new software platform without the DOR and county assessors continued help.

Subsequently, the data conversion committees were developed. The decisions and standards made by these committees will apply to all Wyoming Counties without exception. All committee decisions will be considered final.

2. Data Clean up Directions

a. General Statement

No historical state-assessed or minerals data will be converted to the new CAMA system. Much of the county data currently resides outside the existing CAMA system. Minerals data for years prior to current can not be converted to the format to be utilized by the new system without expensive programming.

b. General Conversion Guidelines for Mainframe data

State-assessed and minerals data residing on the mainframe should be clearly identified as such, so that it will not be included in conversion routines. Counties wishing to retain such data for reference should make provisions (electronic or hard copy) to do so.

d. General Conversion Guidelines for data outside of the mainframe.

State-assessed and minerals data contained outside the mainframe will not be converted.

3. Data Mapping Results

a. State Assessed Download Table

The following State-Assessed/Minerals data will be available in the CCI product.

FIELD NAME	DESCRIPTION
County number	Standard County Number (not the API county number)
Account number*	Number assigned to account by the County
Company ID	Company ID assigned by DOR for entire company
New Company ID	ID number assigned by DOR to group by company ID, County, and tax district
Certification year	Year of certification by Minerals or State Assessed (Tax year)
Company name	Name of the company as reflected on DOR records
Contact person*	Contact person at the company
Address 1*	Mailing address—line 1
Address 2*	Mailing address—line 2
City*	Mailing city
State*	Mailing state
Zip Code/Postal Code*	Zip Code or Postal Code (U.S. and foreign)
Group No.	Oil and gas production group number
Tax District	Tax district in which the item is located
Abstract code	State Abstract Code; corresponds to type of mineral produced or type of state-assessed company
Abstract Description	Description of Abstract Code
Units Produced	Pertains to minerals data
Units Sold	Pertains to minerals data
Assessed Value	Assessed value for this account
Certified value Check Field	This field, when checked, indicates the line item is an original certified value
Change in Assessed Value	Net Change in assessed value for the NOVC
NOVC Number	DOR-supplied NOVC number
Official Date	Date of certification or NOVC (official DOR date)
Value type	Indicates type of entry (Original Certified Value, NOVC, etc.)
Total Assessed Value	Assessed value for this line item
"As of" date*	An "as of" date which will display values as of the date entered into the field (defaults to current date)
Note field*	Field for county notes
NOTE: Fields marked with an asterisk (*) are county editable; <u>ALL OTHER FIELDS ARE DOR MODIFIABLE ONLY.</u>	

b. Data handling

- Once DOR certifies a given value for a given tax year, that value will not be modified until after abstract.
- Notice of Valuation Changes will be uploaded into the system, but will not modify certified values.
- Reports can be generated by account to show original certified values, or with original certified values and Notice of Value Changes. These can be run with either the current date, or with an "as of" date.

For a full listing of the abstract codes, please see the project website at:

- <http://wyocama.sharepointsite.com/default.aspx>
 - Look under Documents|Conversion|AA

4. Problem Solving

a. Where to Direct Questions

All questions regarding the State Assessed data conversion standard should be directed to your committee representative. Each committee representative has the ability to bring questions/concerns to the group for discussion.

b. Where to Direct Disagreements

If individual county assessors or the committee's have irreconcilable differences during the process and require a third-party review of the issues, a steering committee has been formed. This committee is currently comprised of Wade Hall, David Chapman, Jerry Shatzer, Shelley Deromedi and Dixie Huxtable. The steering committee will have the authority to arbitrate any unresolved issues that occur. This committee is considered the last step in the mediation of project issues.

To request a review of an issue, please contact Wade Hall at (307) 777-5235 or e-mail at whall@state.wy.us.

c. Available State Assistance

While the majority of data clean up tasks reside with the County, the Department of Revenue may be able to assist you in your efforts. If data entry has been consistently been performed and a change is now required, the Department may be able to use its programming resources to perform batch changes of the records.

Please note that this type of support won't work in all circumstances and is subject to available dollars. Subsequently, each request for this type of support will have to be handled on a case-by-case basis.

To request this type of service, please contact David Chapman at (307) 777-5289 or e-mail at dchapm1@state.wy.us.